

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

955 CORRECTIONAL CUSTODY  
Functional Area Manager: POS-40  
Point of Contact: CWO 5 A. GALAVIZ  
DSN 224-2095/1480  
Date Last Revised: 18 May 2011

955 00 NO SUBCAT FOR THESE STATEMENTS

955 00 001 Are female awardees accepted without females assigned to the staff?  
Reference  
MCO P1640.4, PAR 1001

955 00 002 Are pay grades of E-4 and above accepted into correctional custody as awardees?  
Reference  
MCO P1640.4, PAR 1002

955 00 003 Are awardees pending administrative separation or serving sentence of court-martial accepted in to correctional custody?  
Reference  
MCO P1640.4, PAR 6001.1  
MCO P1640.4, PAR 1004.2

955 00 004 Do correctional custody spaces meet minimum requirements for lighting, heating and ventilation, and ready access to adequate drinking water and head facilities?  
Reference  
MCO P1640.4, PAR 2002.2  
SECNAVINST 1640.9C, CHAPTER 13, 13102.4

955 00 005 Do berthing spaces allow for a minimum of 72 square feet of space per awardee excluding head and shower areas?  
Reference  
MCO P1640.4, PAR 2002.3

955 00 006 Are awardees assigned a bed and locker?  
Reference  
MCO P1640.4, PAR 2002.3

955 00 007 Does correctional custody space have required emergency exits?  
Reference  
MCO P1640.4, PAR 2002.6

955 00 008 Does the CCU have both internal and external means of communication?  
Reference  
SECNAVINST 1640.9C, PAR 2205.8A,B  
MCO P1640.4, PAR 2002.7

955 00 009 Does the fire department conduct regular (at least quarterly) on site fire drills and check equipment?  
Reference  
SECNAVINST 1640.9C, PAR 2205.9

955 00 010 Does the correctional custody staff possess the 5831 MOS?  
Reference  
MCO P1640.4, PAR 3001.2

955 00 011 Is the correctional custody officer-in-charge appointed in writing?  
Reference  
MCO P1640.4, PAR 3002.1A

955 00 012 Do correctional custody counselors possess the additional MOS of 5832?  
Reference  
MCO P1640.4, PAR 3002.1C

955 00 013 Is group and individual counseling being conducted?  
Reference  
MCO P1640.4, PAR 3002.1C

955 00 014 Are staff personnel attending pre-service training prior to assuming duties?  
Reference  
SECNAVINST 1640.9C, PAR 3502  
MCO P1640.4, PAR 3003.1

955 00 015 Are staff personnel receiving orientation and on-the-job training at CCU?  
Reference  
MCO P1640.4C, PAR 3003.1

955 00 016 Is in-service training being conducted?  
Reference  
SECNAVINST 1640.9C, PAR 3503  
MCO P1640.4, PAR 4004.2

955 00 017 Are standards of conduct established for staff personnel?  
Reference  
MCO P1640.4, PAR 3004

955 00 018 Are physical security features part of the correctional custody environment?  
Reference  
MCO P1640.4, PAR 4001

955 00 019 Are awardees counts conducted as prescribed?  
Reference  
MCO P1640.4, PAR 4002.1  
MCO P1640.4, PAR 4002.2 B, AND C.

955 00 020 Are unscheduled counts of awardees conducted as required?  
Reference  
MCO P1640.4, PAR 4002.1

955 00 021 Is a master count record being maintained by the senior watch stander?  
Reference  
MCO P1640.4, PAR 4002.2.A

955 00 022 Are unscheduled searches being conducted?  
Reference  
MCO P1640.4, PAR 4003

955 00 023 Are awardees instructed that they are subject to search while restrained?  
Reference  
MCO P1640.4, PAR 4004

955 00 024 Is the use of instruments of restraint prohibited except in emergencies?  
Reference  
MCO P1640.4, PAR 4005

955 00 025 Is use of force form (NAVMC 11130) being completed when instruments of restraint were used?  
Reference  
MCO P1640.4, PAR 4005

955 00 026 Are detailed emergency plans published?  
Reference  
SECNAVINST 1640.9C XXXXXXXXX  
MCO P1640.4, PAR 4006.3

955 00 027 Is the correctional custody unit posted as a restricted area?  
Reference  
MCO P1060.4, PAR 4007

955 00 028 Do administrative disciplinary measures comply with established procedures?  
Reference  
MCO P1640.4, PAR 4009.2

955 00 029 Are awardees given a copy of correctional custody rules and regulations?  
Reference  
MCO P1640.4, PAR 4010.1

955 00 030 Are instructions covering awardee routines and responsibilities explained in the reception phase?  
Reference  
MCO P1640.4, PAR 4010.2

955 00 031 Is the daily routine and scheduled of activities accessible to awardees?  
Reference  
MCO P1640.4, PAR 4010.3

955 00 032 Are standard military customs, courtesies and discipline taught and enforced?  
Reference  
MCO P1640.4, PAR 4040.5

955 00 033 Are awardees required to maintain appropriate grooming standards?  
Reference

MCO P1640.4, PAR 4011

- 955 00 034 Are awardees allowed to have facial hair?  
Reference  
SECNAVINST 1640.9C, PAR 5202
- 955 00 035 Is a system of incentives established?  
Reference  
MCO P1640.4, PAR 4012
- 955 00 036 Is a daily schedule established?  
Reference  
MCO P1640.4, PAR 5003
- 955 00 037 Is an Inmate (Awardee) background summary (DD Form 2710) completed on each awardee?  
Reference  
MCO P1640.4, PAR 5005.1.A.(1)
- 955 00 038 Is a required indoctrination program established and presented?  
Reference  
MCO P1640.4, PAR 5005.1.B
- 955 00 039 Is a meaningful work program established?  
Reference  
MCO P1640.4, PAR 5005.2.D
- 955 00 040 Are awardees permitted to perform prohibited work assignments?  
Reference  
MCO P1640.4, PAR 5005.2.D
- 955 00 041 Is a required training program established?  
Reference  
MCO P1640.4, PAR 5005.2.E
- 955 00 042 Does the established physical training program resemble training Marine Corps programs at local commands and meet the requirements set forth in MCO 6100.12 in regards to the Physical Conditioning Program?  
Reference  
MCO P1640.4, PAR 5005.2.F  
MCO 6100.3J
- 955 00 043 Are training records maintained on each awardee?  
Reference  
MCO P1640.4, PAR 5005.2.I
- 955 00 044 Are awardees allowed to attend religious services?  
Reference  
MCO P1640.4, PAR 5005.2.J
- 955 00 045 Is a performance evaluation system in effect?  
Reference  
MCO P1640.4, PAR 5006
- 955 00 046 Are follow-up interviews being conducted?

Reference  
MCO P1640.4, PAR 5006.2.A

- 955 00 047 Is a disposition board established?  
Reference  
MCO P1640.4, PAR 5006.2.B.
- 955 00 048 Are daily inspections being conducted?  
Reference  
MCO P1640.4, PAR 5007
- 955 00 049 Are weekly inspections conducted by medical department representatives?  
Reference  
MCO 1640.9C, PAR 2304
- 955 00 050 Is the deferment of correctional custody as prescribed?  
Reference  
MCO P1640.4, PAR 6002  
JAGAINST 5800.7D, PART B, 0113
- 955 00 051 Is a confinement order (DD 2707) used as the document to order restraint?  
Reference  
MCO P1640.4, PAR 6002.2
- 955 00 052 Does a copy of the UPB accompany each confinement order?  
Reference  
MCO P1640.4, PAR 6002.5
- 955 00 053 Are awardees certified medically fit for restraint prior to acceptance into correctional custody?  
Reference  
MCO P1640.4, PAR 6002.4
- 955 00 054 Are proper release procedures established?  
Reference  
MCO P1640.4, PAR 6003
- 955 00 055 Are awardees restricted from assignments that allowed them access to information about other awardees?  
Reference  
MCO P1640.4, PAR 6007.2
- 955 00 056 Are privacy act statements completed by each awardee?  
Reference  
MCO P1640.4, PAR 6008
- 955 00 057 Are awardee files accurately maintained?  
Reference  
MCO P1640.4, PAR 6009
- 955 00 058 Are awardees inactive files properly disposed of?  
Reference  
MCO P1640.4, PAR 6009.2
- 955 00 059 Are correctional custody logs, bound ledgers with preprinted

consecutively numbered pages?

Reference

MCO P1640.4, PAR 6010

955 00 060 Is a CCU log maintained?

Reference

MCO P1640.4, PAR 6010.1

955 00 061 Is a medical log properly maintained?

Reference

MCO P1640.4, PAR 6010.2

955 00 062 Is a visitors log properly maintained?

Reference

MCO P640.4, PAR 6010.3

955 00 063 Is a privileged correspondence log properly maintained?

Reference

MCO P10640.4, PAR 6010.4

955 00 064 Are correctional custody logs properly disposed of?

Reference

MCO P1640.4, PAR 6010.5

955 00 065 Is a daily report of awardees received and released prepared?

Reference

MCO P1640.4, PAR 6011.1

955 00 066 Are weekly correctional custody reports properly prepared and maintained?

Reference

MCO P1640.4, PAR 6011.2

955 00 067 Are disciplinary action data cards or a CORMIS printout maintained on awardees?

Reference

MCO P1640.4 PAR 6012

955 00 068 Are restrictions placed on the number of letters awardees can receive?

Reference

MCO P1640.4, PAR 6014

955 00 069 Are regularly scheduled visitation calls established?

Reference

MCO P1640.4, PAR 6014.1

955 00 070 Are locked mail collection boxes available to awardees?

Reference

MCO P1640.4, PAR 6014.2A(1)

955 00 071 Are mail orderlies appointed in writing?

Reference

MCO P1640.4, PAR 6014.2B(2)

955 00 072 Are required contraband control procedures in effect?

Reference

MCO P1640.4, PAR 6014.2C

955 00 073 Are awardees permitted to possess newspapers, periodicals.  
and other mailed materials?

Reference

MCO P1640.4, PAR 6014.2F

955 00 074 Are awardees required to wear the working uniform of  
their service?

Reference

MCO P1640.4, PAR 6016

955 00 075 Is sentence computed properly?

Reference

MCO P1640.4, PAR 7003

955 00 076 Are awardees credited with good conduct time?

Reference

MCO P1640.4, PAR 7005

955 00 077 Is information about HIV part of the correctional custody  
in-service training program?

Reference

SECNAVINST 1640.9C, 3503.F AND 10104.3B

955 00 078 Is a Lighting and Ventilation Survey conducted at least  
bi-annually and maintained on file for 3 years?

Reference

SECNAVINST 1640.9C, PAR 2204.2D(4)